

CRIMINAL / TRAFFIC FILING**Description:**

Creation of a criminal or traffic case, following the filing of a citation, information by a prosecuting agency or an indictment from a grand jury proceeding.

Reference: *Utah Code of Criminal Procedure, §77-2-1.1*
Utah Code of Criminal Procedure, §77-10a-15
Utah Rules of Criminal Procedure, Rule 5
Utah Code of Criminal Procedure:
<http://www.le.state.ut.us/~code/TITLE77/TITLE77.htm>

Utah Rules of Criminal Procedure:
<http://www.utcourts.gov/resources/rules/urcrp/index.htm>

Utah Criminal Code:
<http://www.le.state.ut.us/~code/TITLE76/TITLE76.htm>

Overview:

A criminal prosecution is initiated by the filing of an information signed by the prosecuting attorney. The information is filed with the court. A criminal case may also be initiated upon the filing of an indictment from a grand jury proceeding. A traffic case may be initiated by the filing of a citation. The clerk enters the data from the citation, information, or indictment, assigning it a case number and judge.

1. From a cleared Primary Menu select **Case** > **Case Filing** > **Criminal Filing**.

Criminal Filing					
Filing Date	3/10/2005	Case Number		Disability	<input type="checkbox"/>
Sealed	<input type="checkbox"/>				
Law enforcement agency	Prosecution	Citation	Judge	Commissioner	
Last Name		Offense tracking #		OTN Not Available <input type="checkbox"/>	
First Name		Birth Date		Social security number	
Address 1		Commercial Drivers License	<input type="checkbox"/>	DL/OTN Search	
Address 2		Drivers license number			
City, St, Zip, Cntry		UT		Drivers license state	UT
Note					
Violation Date		Violation Location		Domestic Violence <input type="checkbox"/>	
Alt Charging Agency:	de Novo	Attach an attorney	<input type="checkbox"/>	Schedule Event	<input type="checkbox"/>
Courts Offense List		Link Co-defendants	<input type="checkbox"/>	Vehicle Info	<input type="checkbox"/>
Filed from an information	<input type="checkbox"/>				
Seq	Gov	Violation Code	Violation Description	Severity	Inchoate
Attribute 1					
Attribute 2					
Repeat Charge Prosecution Add Charge Delete Charge Spec Proc Find Violation					
Total Charges: Old case number Agency Info Judge Assign Enter Exit					
Print Barcode <input type="checkbox"/>					

- When entering more than one information, the Filing Date, Law Enforcement Agency, Prosecution, Filed From an Information, and Domestic Violence boxes remain checked or filled in after Enter is selected, unless the clerk completely exits the screen and re-enters it.

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Menu/Option	Description/Function
Add Charge	Use this button to add a new charge.
Address 1 & 2	Defendant's street address
Agency Info	Use this button to record information about a case that came from another agency or court.
Alt Charging Agency	Alternate numbering system for violation codes. Used by some Highway Patrol and prosecuting agencies.
Attach an attorney	When box is checked, links to attorney screen.
Birthdate	Defendant's birthdate.
Citation	Citation number, if applicable.
City,St,Zip,Cntry	Defendant's city, state, zip code, and country.
Commercial Drivers License	Select if indicated on citation.
Commissioner	Commissioner assigned to case. (Tab through, unless commissioner is manually assigned.)
De Novo	When receiving a de novo case from other court, select trial or hearing.
Delete Charge	Use this button to delete a charge.
Disability	Select if defendant is disabled and needs special accommodations. NOTE: Checking this box forces the case to the beginning of the calendar, but no reference is made on the calendar to disability.
DL/OTN Search	Link to verify a person's identity with instant updates from Driver License Division. Search using driver license number or social security number. Clerk may accept or reject the information.
Domestic Violence	When selected, flags case as domestic violence related. Select if information states charge is domestic violence related, which should be provided by prosecutor.
Drivers license number	Driver license information from citation.
Drivers license State	Issuing state listed on driver license.
Enter	Use this button to save the entered information.
Exit	Choose exit to leave the screen. (If enter has not been previously selected, information will not be saved.)

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Filed from an Information	Select if a formal information was filed.
Filing Date	Date document clocked in/received and case filed. (If filing multiple cases, after each one is entered, the date will remain in this box until the filing screen is exited.)
<u>F</u>ind Violation	Use this button to look up a violation.
First name	Defendant's first name. Enter first name, space, middle name, space, and any title, such as Jr Sr or II. Do not enter any punctuation.
Judge	Judge assigned to case. (Tab through, unless judge is manually assigned.)
<u>J</u>udge Assign	Allows someone with authority to reassign a judge.
Last name	Defendant's last name.
Law Enforcement Agency	Arresting agency listed on the information or citation. (Type the first letter of the agency and it should pop up, or select it from the drop-down box.)
Link Co-defendants	When selected, links to another screen to link co-defendants.
Note	Case note. Enter case note information, such as custody status or bail.
Offense Tracking #	Offense tracking number assigned at booking. If offense is one for which booking does not apply, select OTN not available box.
Old Case Number	Used when recreating a case on CORIS from an old case number not presently in the CORIS system. Reference the old case number here.
OTN Not available	Select if offense is one for which booking does not apply. (May be unchecked if an OTN number is later assigned.)
Print Barcode	When selected, prints a barcode for document (used for scanning).
<u>P</u>rosecution box	Gives Prosecution Agency Code for agency prosecuting the case. (Type the first letter of the agency and it will pop up, or you may select it from the drop-down box.) See prosecution button, below.
Prosecution button	Filter button, listing alternate prosecuting agencies used when case received from another jurisdiction.

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<u>Repeat Charge</u>	Enters the duplicate charge as previously entered, rather than having to re-enter all the same information.
Schedule Event	When selected, links to scheduling screen.
Sealed	Select if court orders case sealed.
Social Security #	Defendant's Social Security Number.
Spec Proc	Adds additional information about a specific charge. This button will activate only when applicable charges have been selected, such as the speed on a speeding ticket.
Vehicle Info	When selected, links to a screen for entering vehicle information.
Violation Date	Date of violation from information or citation.
Violation Location	Location of violation from information or citation.

3. Charges. ([See charges screen procedure.](#))
4. Once charges have been entered, select **Enter** to save input, or select **Exit** and it will not save.
5. Enter additional identifying information of the defendant (height, weight, a.k.a.'s etc.) on the **Defendant Info** screen. ([See Defendant Info procedure.](#))